

Pittsburgh Center for Arts & Media  
Report of Mismanaged Administrative Spending  
March 20th, 2019

## Summary of Mismanaged Administrative Spending

### Unnecessary Expenses Due to Poor/Lack of Planning- Melwood Move

Date	Vendor	Description	Amount
12/20/2018	FTBA - Heron Electrical	Unnecessary/unused electrical work on Gallery D (Marshall Building)	\$ 9,559.00
12/4/18-4/10/19	Windstream	Telephone payments for unusable phones	\$ 3,620.86
12/3/18-2/4/19	Great American Financial Services	Unreturned/unused Toshiba phones	\$ 2,141.40
12/7/18-12/13/18	Petty Cash	Last minute rush to move out of Melwood - pay movers @ \$50/hr	\$ 1,300.00
1/4/19-2/28/19	OSU Elevator	Elevator service contract not terminated at Melwood Building	\$ 720.96
2/5/2019	Pacific Telemanagement Services	Pay phone uninstalled & taken from Melwood Building - no receipt or record - lost phone fee	\$ 500.00
11/27/18-2/21/19	Verizon	Telephone/fax line for Melwood/Scaffie for unusable phones	\$ 359.85
1/3/2019	Kerlyn Shearer	Bonus for Melwood move	\$ 300.00
			<b>\$ 18,602.07</b>

### Expenses due to Negligence/Mismanagement - Administration

3/1/13-3/1/14	Pittsburgh Computer	Database work - never received finished product	\$ 52,000.00
5/1/18-2/28/19	CNET Solutions	Unused IT service contract never officially terminated	\$ 39,600.00
7/3/17-8/24/18	UPMC	Lost premium due to mismanagement	\$ 5,628.14
			<b>\$ 97,228.14</b>

### Redundant Expenses - Administration

6/1/16-6/30/18	Oxford Development	Administrative fee @ \$4481/Month	\$ 107,544.00
5/1/16-5/30/17	Audity Human Resources	Monthly retainer @ \$1975/Month	\$ 25,675.00
			<b>\$ 133,219.00</b>

### **GRAND TOTAL**

**\$249,049.21**

### Other Comments:

Consultants: Dorinda has also signed another contract with Hannah Arnold for a retainer of \$1,000/month, instead of paying her as needed/by project. Paying a consultant \$1,000/month retainer is not cost effective, especially when you also have a full-time marketing staff and the company is operating at an over \$1,000,000 deficit. She has also begun negotiating another contract with Jen Boughner, because she claims she is unable to fulfill her development responsibilities (grant writing & management) by herself.

Budget: Dorinda gave the board a 3 year budget, which she did on her own, not consulting the Controller or any department managers. This is not proper protocol. The FY budget is a process. Finance sends each manager a template for a 12 month period, they then fill in their own budget. The managers then submit the budget to finance by April 15<sup>th</sup> for review along with their key assumptions. Finance reviews each individual budget and meets with the manager. After a certain process, a preliminary budget is put together. Dorinda cannot and is not capable of accurately putting together a realistic/factual budget for PCAM on her own.

## Vendor Balances for Pittsburgh Filmmakers\_Pittsburgh Center for the Arts

Vendor: flba - FTBA- Henron Electrical

Vendor Balance: 0.00

Lookup  
From: All  
Activity

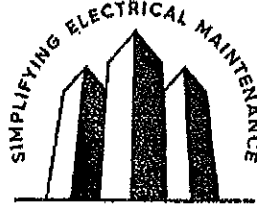
<u>Document</u> Number	<u>Document Date</u>	<u>Document Description</u>	<u>Amount Paid</u>
5829	12/17/2018	REPAIRS TO GALLERY D AND EXHIBITION STORAGE AREA	\$ 9,659.00
			<u>\$ 9,659.00</u>

**Comments:**

Unnecessary electrical work done in Gallery D. Due to poor communication and poor planning nearly \$10,000 was spent in electrical work that is not going to be used, because the work was done in the wrong room. PCAM invested this money in capital repairs for electrical work that will not be used, in a building we don't own.

Thank you for being a part of the FTBA Team!

# Invoice



**FTBA**

a division of Heron Electrical Resources, LLC

P.O. Box 121  
Valencia, PA 16059  
(724)898-0082  
www.FTBAteam.com

INV-6819

Date	Invoice #
12/17/2018	5629

Bill To
Pittsburgh Filmmakers/PCA John Fleming 6300Fifth Avenue Pittsburgh, PA 15232

P.O. No.	Terms	Project #	Project
Verbal-Saltenhof	Net 30	1758	1758 PF/PCA Electrical Repairs

Date	Description	Amount
11/19/2018	Repairs to Gallery D and Exhibition Storage Area.  Additional work requested while on-site.  Time on 11/8, 11/13, 11/14, 11/15, 11/16 and 11/19 plus Materials.	9,659.00

**Total** \$9,659.00

## Vendor Balances for Pittsburgh Filmmakers\_Pittsburgh Center for the Arts

Vendor: WINDSTRENT - WINDSTREAM ENTERPRISE

Vendor Balance: 0.00

Lookup

From: All

Activity

<u>Document</u> <u>Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Amount Paid</u>
70775902	12/4/2018	ACCT# 4784858	\$ 774.38
70897530	1/4/2019	ACCT# 4784858	\$ 1,189.66
71082290	2/4/2019	ACCT# 4784858	\$ 993.93
71082290	3/4/2019	ACCT# 4784858	\$ 662.89
			<u>\$ 3,620.86</u>

**Comments:**

Vendor not contacted for unused telephone services contract. Before the switch to Consolidated Communications, PCAM paid for phone services that went unused due to the fact that the Marshall & Scaife buildings did not have working telephones for almost 3 months.

**WINDSTREAM  
ENTERPRISE**For Customer Service Correspondence:  
ATTN: Customer Care  
PO Box 3177  
Cedar Rapids, IA 52406-3177**Billing Invoice**

Return Service Requested

☐ Check here for change of address (note changes below)

5466000155 PRESORT PBPS001 &lt;B&gt;

PITTSBURGH FILMMAKERS  
8300 6TH AVE  
PITTSBURGH PA 15232-2922

Account Number	Invoice Date	Total Amount Due
4784858	Dec 04, 2018	\$765.63
Invoice Number	Due Date	Amount Enclosed
70775902	Dec 23, 2018	

Remit Payment To:  
Windstream  
P.O. Box 9001013  
Louisville KY 40290-1013

00000000000004784858518122300000765631812040000707759027

Please detach and return above portion with your payment

**WINDSTREAM  
ENTERPRISE**For Customer Service Correspondence:  
ATTN: Customer Care  
PO Box 3177  
Cedar Rapids, IA 52406-3177**Account Summary - Invoice 70775902**

Previous Total	\$1,584.75
Payments Applied - Thank You	(\$1,584.75)

Balance Forward	\$0.00
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Monthly Charges	\$581.10
Usage Charges	\$8.61
Credits	\$0.00
Other Charges	\$23.48
Taxes and Surcharges	\$152.44

New Charges - Due by Dec 23, 2018	\$765.63
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<b>TOTAL INVOICE AMOUNT</b>	<b>\$765.63</b>
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Account Number	Invoice Date	Total Amount Due
4784858	Dec 04, 2018	\$765.63

**Important Messages****How to Reach Our Customer Care Center**

We are committed to answering your questions about our service, explaining all aspects of your monthly bill, and providing you with the personal attention you deserve. To contact Windstream, please refer to the "Contact Us" section on this page. Our Care representatives are available Monday - Friday, 8 a.m. - 6 p.m. (EST) for all billing, order, and general questions. For repair questions and needs, please contact our Repair Center where representatives are available 24 x 7.

**Thank You**

Thank you for choosing Windstream as your communications service provider. We value you as our customer and appreciate your business.

**Windstream Online**

Manage your Windstream services directly and review invoice details, charge descriptions, and payment history at [windstreamenterprise.com/login](http://windstreamenterprise.com/login).

**Contact Us**

Billing: 1-800-600-5050 or [windstreamenterprise.com/login](http://windstreamenterprise.com/login)  
E-mail: [WindstreamCustomerSupport@windstream.com](mailto:WindstreamCustomerSupport@windstream.com)  
Repair: 1-800-600-5050  
Web site: [windstreamenterprise.com](http://windstreamenterprise.com)  
PIN: 5769

\$8.75 conv. fee

Total \$774.38

paid  
12/13/18

Cert# 272545167

WINDSTREAM  
ENTERPRISEFor Customer Service Correspondence:  
ATTN: Customer Care  
PO Box 3177  
Cedar Rapids, IA 52406-3177

Billing Invoice

Return Service Requested

☐ Check here for change of address (note changes below)

8598000537 PRESORT PBPS003 &lt;B&gt;

PITTSBURGH FILMAKERS  
6300 5TH AVE  
PITTSBURGH PA 15232-2922

Account Number	Invoice Date	Total Amount Due
4784858	Jan 04, 2019	\$1,189.66
Invoice Number	Due Date	Amount Enclosed
70897530	Jan 23, 2019	

INV-6343

Remit Payment To:  
Windstream  
P.O. Box 9001013  
Louisville KY 40290-1013

00000000000004784858519012300001189661901040000708975306

Please detach and return above portion with your payment

WINDSTREAM  
ENTERPRISEFor Customer Service Correspondence:  
ATTN: Customer Care  
PO Box 3177  
Cedar Rapids, IA 52406-3177**Account Summary - Invoice 70897530**

Previous Total	\$765.63
Payments Applied - Thank You	(\$765.63)
<b>Balance Forward</b>	<b>\$0.00</b>
Monthly Charges	\$581.10
Usage Charges	\$1.03
Credits	\$0.00
Other Charges	\$396.00
Taxes and Surcharges	\$211.53
<b>New Charges - Due by Jan 23, 2019</b>	<b>\$1,189.66</b>
<b>TOTAL INVOICE AMOUNT</b>	<b>\$1,189.66</b>

Account Number	Invoice Date	Total Amount Due
4784858	Jan 04, 2019	\$1,189.66

**Important Messages**

**How to Reach Our Customer Care Center**  
We are committed to answering your questions about our service, explaining all aspects of your monthly bill, and providing you with the personal attention you deserve. To contact Windstream, please refer to the "Contact Us" section on this page. Our Care representatives are available Monday - Friday, 8 a.m. - 6 p.m. (EST) for all billing, order, and general questions. For repair questions and needs, please contact our Repair Center where representatives are available 24 x 7.

**Thank You**  
Thank you for choosing Windstream as your communications service provider. We value you as our customer and appreciate your business.

**Windstream Online**

Manage your Windstream services directly and review invoice details, charge descriptions, and payment history at [windstreamenterprise.com/login](http://windstreamenterprise.com/login).

**Contact Us**

Billing: 1-800-600-5050 or [windstreamenterprise.com/login](http://windstreamenterprise.com/login)  
E-mail: [WindstreamCustomerSupport@windstream.com](mailto:WindstreamCustomerSupport@windstream.com)  
Repair: 1-800-600-5050  
Web site: [windstreamenterprise.com](http://windstreamenterprise.com)  
PIN: 5759

12/4/18-  
1/4/19

**WINDSTREAM  
ENTERPRISE**For Customer Service Correspondence:  
ATTN: Customer Care  
PO Box 3177  
Cedar Rapids, IA 52406-3177**Billing Invoice**

Return Service Requested

☐ Check here for change of address (note changes below)

5014000448 PRESORT PBPS002 &lt;8&gt;

PITTSBURGH FILMAKERS  
6300 6TH AVE  
PITTSBURGH PA 15232-2022*Case # 119963  
Disconnection  
3/11/19*Remit Payment To:  
Windstream  
P.O. Box 9001013  
Louisville KY 40290-1013

00000000000004784858519032300001656821903040000710822907

Please detach and return above portion with your payment

**WINDSTREAM  
ENTERPRISE**For Customer Service Correspondence:  
ATTN: Customer Care  
PO Box 3177  
Cedar Rapids, IA 52406-3177**Account Summary - Invoice 71082290**

Previous Total	\$993.83
Payments Applied	\$0.00

<b>Balance Forward - Due upon receipt</b>	<b>\$993.83</b>
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Monthly Charges	\$575.10
Usage Charges	\$0.00
Credits	(\$74.67)
Other Charges	\$26.91
Taxes and Surcharges	\$135.65

<b>New Charges - Due by Mar 23, 2019</b>	<b>\$662.89</b>
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<b>TOTAL INVOICE AMOUNT</b>	<b>\$1,656.82</b>
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**Windstream Online**Manage your Windstream services directly and review  
invoice details, charge descriptions, and payment  
history at [windstreamenterprise.com/login](http://windstreamenterprise.com/login).**Contact Us**

Billing:	1-800-600-5050 or <a href="http://windstreamenterprise.com/login">windstreamenterprise.com/login</a>
E-mail:	<a href="mailto:WindstreamCustomerSupport@windstream.com">WindstreamCustomerSupport@windstream.com</a>
Repair:	1-800-600-5050
Web site:	<a href="http://windstreamenterprise.com">windstreamenterprise.com</a>
PIN:	5759

Account Number	Invoice Date	Total Amount Due
4784858	Mar 04, 2019	\$1,656.82

Invoice Number	Due Date	Amount Enclosed
71082290	Mar 23, 2019	

**Important Messages****Annual TRS Relay**

Telecommunication Relay Service (TRS) is a telephone service that allows persons with hearing or speech disabilities to place and receive telephone calls. TRS use operators, called communications assistants (CAs), to facilitate telephone calls between people with hearing and speech disabilities and other individuals.

Simply dial 711 to be automatically connected to a TRS operator.

**911 calls**

In the event of an emergency, TTY users should call 911 directly.

**TRS Services Available:**

- Text-to-Voice TTY-based TRS
- Voice Carry Over
- Speech-Speech Relay Service
- Shared Non-English Language Relay Services
- Captioned Telephone Service
- IP Captioned Telephone Service
- Internet Protocol Relay Service
- Video Relay Service (VRS)

**Video and Internet-based relay services**

call 1-888-225-5322; TTY 1-888-835-5322; ASL 1-844-432-2275

For more information on TRS, see the FCC Consumer Guide or visit:

<https://www.fcc.gov/consumers/guides/telecommunications-relay-services-trs>

To File a Complaint, visit

<https://consumercomplaints.fcc.gov>

(Additional Messages found on page 2)



**Vendor Balances for Pittsburgh Filmmakers\_Pittsburgh Center for the Arts**  
**Vendor: GREAAAME - GREATAMERICA FINANCIAL SVCS.**  
**Vendor Balance: 0.00**

*Lookup*  
*From: All*  
*Activity*

<u>Document</u> Number	<u>Document Date</u>	<u>Document Description</u>	<u>Amount Paid</u>
24372673	3/4/2019	PHONE LEASE	\$ 498.00
23826091	12/3/2018	PHONE LEASE	\$ 498.00
24004871	1/2/2019	PHONE LEASE	\$ 697.60
24198210	2/4/2019	PHONE LEASE	\$ 647.80
			<b>\$ 2,141.40</b>

**Comments:**

Vendor not contacted for unused Toshiba telephone lease contract. The Toshiba phone lease was continuing to be paid for the almost 3 months the phones were unusable. Contract still paid for every month; long after it was determined that PCAM would get new phones and no longer need/use the Toshiba phones moving forward.



GreatAmerica Financial Svcs.  
PO Box 660831  
Dallas, TX 75266-0831

Return Service Requested

☐ Check here for change of address (see reverse for details)

MDG2016 00005997 1 AB 0.41

ATTN: ACCOUNTS PAYABLE  
PITTSBURGH FILM MAKERS INC  
8300 6TH AVE  
SHADYSIDE PA 15232-2922

## Remittance Section

310

Invoice Number: 24372573  
Agreement Number: 011-0738282-000  
Invoice Print Date: 03/04/2019  
Due Date: 03/27/2019  
Current Charges: \$498.00  
Past Due Amount: \$1,643.40  
Total Due: \$2,141.40

Use enclosed envelope and make check payable to:

GreatAmerica Financial Svcs.  
PO Box 660831  
Dallas, TX 75266-0831



00001107382820000000000243725730000000002141402

Keep lower portion for your records - Please return upper portion with your payment



GreatAmerica Financial Svcs.  
PO Box 660831  
Dallas, TX 75266-0831

Invoice Number: 24372573  
Due Date: 03/27/2019  
Total Due: \$2,141.40

## Important Messages

Your lease contract is now in default. To avoid costly attorney fees, please remit total due immediately. If you wish to complete a check-by-phone payment, please call the customer support number on this invoice. This option is provided to you for a nominal fee.

If payment is not received immediately, your account will be forwarded to our attorneys.

The amount invoiced includes a renewal payment on an agreement that is in renewal. You may wish to consider alternatives available under the agreement. If so, please call the customer support number on this invoice. Otherwise, the agreement will continue in renewal under the terms of the agreement. It is your responsibility to remove all confidential information from all storage media devices (e.g. disk drives, hard drives, magnetic media, etc.) prior to exercising an end of term option under the agreement.

## Invoice Detail

Agreement	Invoice	Description	Amount	Tax	Total
011-0738282-000	24372573	Toshiba CX670 phone system Cisco Security Fund (1 Po			
		1 Standard Payment	498.00	0.00	498.00
					\$498.00

Subtotal of Current Charges \$498.00

Invoice	Due Date	Amount
24198210	02/27/2019	547.80
24004871	01/27/2019	597.60
23825081	12/27/2018	498.00

Subtotal of Past Due Charges \$1,643.40

For questions about these charges, please call 866-803-2653 or visit [www.AccountServicing.com](http://www.AccountServicing.com). (Para Español, pida la extensión 2344.)

**Total Due**

**\$2,141.40**

Dishonored Checks, Drafts Or Orders Shall Be Subject To A Surcharge Of \$30

Invoice #  
24372573

For questions about these charges, please call 866-803-2653 or visit [www.AccountServicing.com](http://www.AccountServicing.com). (Para Español, pida la extensión 2344.)

Page 1  
NNNNNN 01 01 005997 006300 F



## Remittance Section

310

Invoice Number: 23825091  
 Agreement Number: 011-0738282-000  
 Invoice Print Date: 12/03/2018  
 Due Date: 12/27/2018  
 Current Charges: \$498.00  
 Past Due Amount: \$547.80  
 Total Due: \$1,045.80

Return Service Requested

☐ Check here for change of address (see reverse for details)

Use enclosed envelope and make check payable to:

ATTN: ACCOUNTS PAYABLE  
 PITTSBURGH FILM MAKERS INC.  
 477 MELWOOD AVE  
 PITTSBURGH PA 15213-1135

GreatAmerica Financial Svcs.  
 PO Box 660831  
 Dallas, TX 75266-0831



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Keep lower portion for your records - Please return upper portion with your payment



GreatAmerica Financial Svcs.  
 PO Box 660831  
 Dallas, TX 75266-0831

Invoice Number: 23825091  
 Due Date: 12/27/2018  
 Total Due: \$1,045.80

## Important Messages

Your payment is past due. Please remit the total due.  
 If you wish to complete a check-by-phone payment, please call the customer support number on this invoice. This option is provided to you for a nominal fee.

The amount invoiced includes a renewal payment on an agreement that is in renewal. You may wish to consider alternatives available under the agreement. If so, please call the customer support number on this invoice. Otherwise, the agreement will continue in renewal under the terms of the agreement. It is your responsibility to remove all confidential information from all storage media devices (e.g., disk drives, hard drives, magnetic media, etc.) prior to exercising an end of term option under the agreement.

## Invoice Detail

1	Standard Payment	498.00	0.00	498.00
				\$498.00

Subtotal of Current Charges \$498.00

Invoice 23848561 - Due 11/27/2018

Subtotal of Past Due Charges \$547.80

For questions about these charges,  
 please call 866-803-2663 or visit  
 www.AccountServicing.com. (Para  
 Español, pida la extensión 2344.)

Total Due

\$1,045.80

Dishonored Checks, Drafts Or Orders Shall Be Subject To A Surcharge Of \$30

Invoice #  
 23825091

For questions about these charges, please call 866-803-2663 or visit www.AccountServicing.com. (Para Español, pida la extensión 2344.)

Page 1



GreatAmerica Financial Svcs.  
PO Box 660831  
Dallas, TX 75266-0831

Return Service Requested

# Remittance Section

310

Invoice Number: 24004871  
Agreement Number: 011-0738282-000  
Invoice Print Date: 01/02/2019  
Due Date: 01/27/2019  
Current Charges: \$597.60  
Past Due Amount: \$1,045.80  
Total Due: \$1,643.40

☐ Check here for change of address (see reverse for details)

Use enclosed envelope and make check payable to:

ATTN: ACCOUNTS PAYABLE  
PITTSBURGH FILM MAKERS INC  
477 MELWOOD AVE  
PITTSBURGH PA 15213-1135

GreatAmerica Financial Svcs.  
PO Box 660831  
Dallas, TX 75266-0831



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Keep lower portion for your records - Please return upper portion with your payment



GreatAmerica Financial Svcs.  
PO Box 660831  
Dallas, TX 75266-0831

Invoice Number: 24004871  
Due Date: 01/27/2019  
Total Due: \$1,643.40

## Important Messages

Your payment is past due. To avoid additional late charges, please remit total due immediately. If you wish to complete a check-by-phone payment, please call the customer support number on this invoice. This option is provided to you for a nominal fee. The amount invoiced includes a renewal payment on an agreement that is in renewal. You may wish to consider alternatives available under the agreement. If so, please call the customer support number on this invoice. Otherwise, the agreement will continue in renewal under the terms of the agreement. It is your responsibility to remove all confidential information from all storage media devices (e.g., disk drives, hard drives, magnetic media, etc.) prior to exercising an end of term option under the agreement.

## Invoice Detail

1	Late Charges For 12/01/2018	49.80	0.00	49.80
2	Late Charges For 12/31/2018	49.80	0.00	49.80
3	Standard Payment	498.00	0.00	498.00
				\$597.60

Subtotal of Current Charges \$597.60

Invoice 23625001 - Due 12/27/2018  
Invoice 23648561 - Due 11/27/2018

Subtotal of Past Due Charges \$1,045.80

For questions about these charges, please call 866-803-2663 or visit [www.AccountServicing.com](http://www.AccountServicing.com). (Para Español, pida la extensión 2344.)

**Total Due \$1,643.40**

Electronic Checks, Drafts Or Orders Shall Be Subject To A Surcharge Of \$30

Invoice #  
24004871

For questions about these charges, please call 866-803-2663 or visit [www.AccountServicing.com](http://www.AccountServicing.com). (Para Español, pida la extensión 2344.)

Page 1



Return Service Requested

## 318

Invoice Number:	24198210
Agreement Number:	011-0738282-000
Invoice Print Date:	02/04/2019
Due Date:	02/27/2019
Current Charges:	\$547.80
Past Due Amount:	\$1,095.60
Total Due:	\$1,643.40



**Check here for change of address (see reverse for details)**

Use enclosed envelope and make check payable to:

MDG2015 00014200 1 AB 0.41  
ATTN: ACCOUNTS PAYABLE  
PITTSBURGH FILM MAKERS INC  
6300 5TH AVE  
SHADYSIDE PA 15232-2922

52450-99-999-35  
Grea

**GreatAmerica Financial Svcs.**  
PO Box 660831  
Dallas, TX 75266-0831



000011073828200000000002415821000000000001643409

*Keep lower portion for your records - Please return upper portion with your payment*



Invoice Number:	24198210
Due Date:	02/27/2019
Total Due:	\$1,643.40

Your payment is past due. To avoid additional late charges, please remit total due immediately. If you wish to complete a check-by-phone payment, please call the customer support number on this invoice. This option is provided to you for a nominal fee.

The amount invoiced includes a renewal payment on an agreement that is in renewal. You may wish to consider alternatives available under the agreement. If so, please call the customer support number on this invoice. Otherwise, the agreement will continue in renewal under the terms of the agreement. It is your responsibility to remove all confidential information from all storage media devices (e.g., disk drives, hard drives, magnetic media, etc.) prior to exercising an end of term option under the agreement.

Agreement ID: 0138252-000, Toshiba Cx6000, Support system, Cisco Security Bundle 1 Per	Amount	Tax	Total
1 Late Charges For 01/31/2019	49.80	0.00	49.80
2 Standard Payment	498.00	0.00	498.00
			547.80

Subtotal of Current Charges

**\$547.80**

card for  
copies →

### Summary of Baseline Charge

Invoice 24004871 • Due 01/27/2019
Invoice 23825091 • Due 12/27/2018

**Subtotal of Past Due Charges**

**\$1,095.60**

called 2/25/19, emailing to us.

For questions about these charges, please call 866-803-2653 or visit [www.AccountServicing.com](http://www.AccountServicing.com). (Para Español, pida la extensión 2344.)

**Total Due**

**\$1,643.40**

**Dishonored Checks, Drafts Or Orders Shall Be Subject To A Surcharge Of \$30**

## Vendor Balances for Pittsburgh Filmmakers\_Pittsburgh Center for the Arts

Vendor: cashpet - PETTY CASH

Vendor Balance: 0.00

Lookup

From: All

Activity

<u>Document</u> Number	<u>Document Date</u>	<u>Document Description</u>	<u>Amount Paid</u>
120718PC	12/7/2018	PETTY CASH FOR MELWOOD MOVE	\$ 800.00
ADM121318	12/13/2018	PETTY CASH	\$ 500.00
			<u>\$ 1,300.00</u>

**Comments:**

Procrastination and lack of planning lead to \$1300.00 in petty cash payments were distributed to last minute part-time workers at a rate of \$50/hour. Workers were scrambling to assist with the Melwood move in the final hours. This large expense was completely avoidable, had there been proper planning.

12/7/2018

PF/PCA Mail - Cash for Melwood Mover Crew



PF/PCA

John Fleming <jfleming@pfpca.org>

---

## Cash for Melwood Mover Crew

1 message

Dorinda Sankey <dsankey@pfpca.org>

Fri, Dec 7, 2018 at 8:14 AM

To: John Fleming <jfleming@pfpca.org>, Heidi Medina <hmedina@pfpca.org>

Cc: Kaylyn Shearer <kshearer@pfpca.org>

Hi John and Heidi:

I promised to pay folks \$50/hour to help clear out Melwood.

We are going to need some cash. Kaylyn brought her mom early this week, so she needs paid \$300. And Jason Thomas worked with Ms Joy on Monday also. Jason and his companions are putting in hours on Saturday to finish getting stuff in dumpster. So we will need to give Jason and crew payment.

Can we give cash? Today?

Dorinda Sankey  
Chief Administrative Officer  
dsankey@pfpca.org

1



PF/PCA Mail - Cash for Labor!

<https://mail.google.com/mail/u/0?ik=af31b6015c&view=pt&search=..>



PF/PCA

John Fleming <jfleming@pfpcas.org>

---

## Cash for Labor!

---

Kaylyn Shearer <kshearer@pfpcas.org>  
To: John Fleming <jfleming@pfpcas.org>  
Cc: Dorinda Sankey <dsankey@pfpcas.org>

Thu, Dec 13, 2018 at 7:35 AM

Hi John!

Here's how I dispersed the cash! I can also give you a written receipt:

Denice Shearer - \$300 (\$50/hour, 6 hours)

Jason Bakinger - \$300 (\$50/hour, 6 hours)

Jason Thomas - \$200 (\$50/hour, 4 hours)

Also, tomorrow we are having my mother come with her large pick up truck to help move some things over to PCA/clear out/organize the first floor. I believe Jason will be coming on Sunday or Monday to help also. Can we have cash ready to pay them? I'm guessing that both will help for 4 hours or so, so I think \$500 would be fine!

Dorinda, can you please approve this?

Thank you!

**Kaylyn Shearer**  
Visitor Services/  
Administrative Coordinator  
PF/PCA  
412.681.5449, Ext. 210, PF  
412.361.0455, Ext. 337, PCA



PF/PCA



## Vendor Balances for Pittsburgh Filmmakers\_Pittsburgh Center for the Arts

Vendor: OTISELE - OTIS ELEVATOR COMPANY

Vendor Balance: 480.64

*Lookup**From: All**Activity*

<u>Document</u> Number	<u>Document Date</u>	<u>Document Description</u>	<u>Amount Paid</u>
NBP06172X119	12/20/2018	PF ELEVATOR	\$ 240.32
NBP06172X219	1/20/2019	PF ELEVATOR	\$ 240.32
NBP06172X319	2/20/2019	PF ELEVATOR	\$ 240.32
			<u>\$ 720.96</u>

**Comments:**

OTIS Elevator was never contacted regarding the termination of the service contract for the Melwood elevator. PCAMended up paying for 3 months of service on an elevator in a building the company no longer owned.

**OTIS**One Farm Springs  
Farmington, CT 06032**INVOICE**

CUSTOMER NO. 628363	DATE 12/20/18	INVOICE NO. NBP06172X119
AMOUNT DUE ON SERVICE CONTRACT: <b>240.32</b>		

Enclose This Coupon With Your Payment.  
Make Check Payable To:  
OTIS ELEVATOR COMPANY

Mail payment to:

OTIS ELEVATOR COMPANY  
P.O. BOX 73579  
CHICAGO IL  
60673-7579

AB 01 001661 20941 B 6 A

PITTSBURGH FILMMAKERS  
ATTN: FINANCE OFFICE  
6300 FIFTH AVENUE  
PITTSBURGH PA 15232-2922

PLEASE SEND CORRESPONDENCE TO YOUR LOCAL OFFICE AS SHOWN BELOW

NBP06172X119 0000024032 2

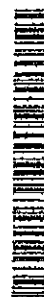
★ DETACH RETURN DOCUMENT ALONG PERFORATION ★

**INVOICE****OTIS ELEVATOR****\*\* SERVICE CONTRACT CHARGES \*\***

CUSTOMER NO.	DATE	INVOICE NO.
628363	12/20/18	NBP06172X119

BUILDING NBP499883 PITTSBURGH FILMMAKERS  
CONTRACT NBP06172X  
FORMER CONTRACT # 01837 FORMER CUSTOMER # 00001837SERVICE FROM 01/01/19 TO 01/31/19 240.32  
TOTAL CURRENT CHARGES DUE 240.32

52450-99-810-80

FOR ANY QUESTIONS CONCERNING THIS INVOICE, CONTACT OTIS AT: 1-412-788-5824  
OR WRITE OTIS ELEVATOR 4499 CAMPBELLS RUNS ROAD PITTSBURGH PA 15205  
PAYMENT DUE UPON RECEIPT- PLEASE PAY PROMPTLYWE CERTIFY THAT THE GOODS WERE PRODUCED IN COMPLIANCE WITH ALL APPLICABLE REQUIREMENTS OF SECTIONS 5, 7 AND 12 OF THE FAIR LABOR STANDARDS ACT, AS AMENDED, AND OF REGULATIONS AND ORDERS OF THE UNITED STATES DEPARTMENT OF LABOR ISSUED UNDER SECTION 14 HEREOF.  
OVERDUE PAYMENTS SHALL BEAR AN INTEREST CHARGE ON THE OVERDUE AMOUNT CALCULATED FROM THE PAYMENT DUE DATE OF THE INVOICE AT THE RATE OF ONE AND ONE HALF PERCENT (1.5%) PER MONTH OR THE MAXIMUM RATE ALLOWED BY APPLICABLE LAW, WHICHEVER IS LESS.

**OTIS**One Farm Springs  
Farmington, CT 06032**INVOICE**

<b>CUSTOMER NO.</b> 628363	<b>DATE</b> 01/21/19	<b>INVOICE NO.</b> NBP06172X219
<b>AMOUNT DUE ON SERVICE CONTRACT:</b> 240.32		
Enclose This Coupon With Your Payment. Make Check Payable To: OTIS ELEVATOR COMPANY		

Mail payment to:

OTIS ELEVATOR COMPANY  
P.O. BOX 73579  
CHICAGO IL  
60673-7579

AB 01 001805 65788 B 5 C

PITTSBURGH FILMMAKERS  
ATTN: FINANCE OFFICE  
6300 FIFTH AVENUE  
PITTSBURGH PA 15232-2922

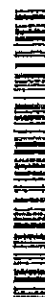
PLEASE SEND CORRESPONDENCE TO YOUR LOCAL OFFICE AS SHOWN BELOW

NBP06172X219 0000024032 7

\* DETACH RETURN DOCUMENT ALONG PERFORATION \*

**INVOICE****OTIS ELEVATOR****\*\* SERVICE CONTRACT CHARGES \*\***

	<u>CUSTOMER NO.</u>	<u>DATE</u>	<u>INVOICE NO.</u>
	628363	01/21/19	NBP06172X219
BUILDING NBP499883 PITTSBURGH FILMMAKERS			
CONTRACT NBP06172X			
FORMER CONTRACT # 01837	FORMER CUSTOMER # 00001837		
SERVICE FROM 02/01/19 TO 02/28/19	240.32		
TOTAL CURRENT CHARGES DUE		240.32	



FOR ANY QUESTIONS CONCERNING THIS INVOICE, CONTACT OTIS AT: 1-412-788-5824  
OR WRITE OTIS ELEVATOR 4499 CAMPBELLS RUNS ROAD PITTSBURGH PA 15205  
PAYMENT DUE UPON RECEIPT- PLEASE PAY PROMPTLY

WE CERTIFY THAT THE GOODS WERE PRODUCED IN COMPLIANCE WITH ALL APPLICABLE REQUIREMENTS OF SECTIONS 6, 7 AND 12 OF THE FAIR LABOR STANDARDS ACT, AS AMENDED, AND OF REGULATIONS AND ORDERS OF THE UNITED STATES DEPARTMENT OF LABOR ISSUED UNDER SECTION 14 HEREOF.  
OVERDUE PAYMENTS SHALL BEAR AN INTEREST CHARGE ON THE OVERDUE AMOUNT CALCULATED FROM THE PAYMENT DUE DATE OF THE INVOICE AT THE RATE OF ONE AND ONE HALF PERCENT (1.5%) PER MONTH OR THE MAXIMUM RATE ALLOWED BY APPLICABLE LAW, WHICHEVER IS LESS.

**Otis Elevator**  
 5500 Village Blvd, Suite 102  
 West Palm Beach, FL 33407

**Customer No.**  
 628363

**Statement Date**  
 3/8/2019

**Amount Due**  
 720.96

## STATEMENT

**Mail payment to:**  
**Otis Elevator Company**  
 PO Box 73579  
 Chicago, IL 60673-7579

**Pittsburgh Filmmakers**  
**ATTN: FINANCE OFFICE**  
**6300 FIFTH AVENUE**  
**PITTSBURGH, PA 15232**

Please provide your name, phone number and/or email address  
 should we have any questions on how to apply your payment:

## STATEMENT

For any questions concerning this statement, please contact:  
 412-788-5824 x15 or rachella.smith@otis.com

Page 1 of 1

<b>Building Reference:</b>	<b>PITTSBURGH FILMMAKERS</b>	<b>Customer No.</b> 628363	<b>Statement Date</b> 3/8/2019	<b>Amount Due</b> 720.96
<b>Invoice Number</b>	<b>Document Type</b>	<b>Invoice Date</b>	<b>Gross Amount</b>	<b>Open Amount</b>
NBP06172X119	Service O Invoice	12/20/2018	240.32	240.32
NBP06172X219	Service O Invoice	1/21/2019	240.32	240.32
NBP06172X319	Service O Invoice	2/20/2019	240.32	240.32

Above, please find your latest statement of account. This statement does not include invoices turned over to a third party for collection. Disputed invoices are under investigation. Please remit payment to the address above, if you have already paid, thank you. Collection data is reported to Dun & Bradstreet.

## Vendor Balances for Pittsburgh Filmmakers\_Pittsburgh Center for the Arts

Vendor: PTSPROV - PTS PROVIDERS

Vendor Balance: 0.00

*Lookup**From: All**Activity*

<u>Document</u> Number	<u>Document Date</u>	<u>Document Description</u>	<u>Amount Paid</u>
P116124024	2/6/2019	PAYPHONE STOLEN/LOST	\$ 500.00
			<u>\$ 500.00</u>

**Comments:**

Stolen pay phone- when a man came to take the pay phone at the Melwood building off the wall, no one asked for any credentials or a receipt. PCAM was then liable for a \$500.00 fine, because the person who came to collect the pay phone, in fact, did not work for Pacific Telecom.

PTS Providers Inc

3130 Crow Canyon Place  
Suite 210  
CA 94583**Invoice**

Date	Invoice #
2/5/2019	P115124024

Bill To
Pittsburgh FilMakers 477 Melwood Ave Pittsburgh PA 15213-1135 Attn: Dorinda Sankey

need w-9  
emailed 2/25

51350-99-999-35

Phone #	P.O. No.	Terms	Project
9255533763		Due on receipt	Misc. 2019

Quantity	Description	Rate	Amount
1	Payphone ANI 412-682-9256 lost/ stolen Any questions regarding invoice please contact Cindy at cindyd@ptsproviders.com or 800-930-5309	500.00	500.00
		<b>Total</b>	<b>\$500.00</b>

## Vendor Balances for Pittsburgh Filmmakers\_Pittsburgh Center for the Arts

Vendor: VERIZON - VERIZON

Vendor Balance: 0.00

Lookup  
From: All  
Activity

Document Number	Document Date	Document Description	Amount Paid
112118VZ	11/21/2018	450062816000199	45.69
112718VZ	11/27/2018	450062904000135 MARSHALL	\$ 73.22
122118VZ	12/21/2018	ACCT# 450-062-816-0001-99 - 6300 FIFTH AVE - MARSHALL PHONES	\$ 45.61
122718VZ	12/27/2018	450-062-904-0001-35 6300 5TH AVE - MARSHALL BUILDING	\$ 73.22
012119VZ	1/21/2019	450062816000199	\$ 44.57
022119VZ	2/21/2019	AACT# 450-062-816-0001-99 - MARSHALL TELEPHONE	\$ 77.03
			<u>\$ 359.34</u>

**Comments:**

Vendor not contacted for unused telephone services contract. Before the switch to Consolidated Communications, PCAM paid for phone services that went unused due to the fact that the Marshall & Scaife buildings did not have working telephones for almost 3 months.

VERIZON

Primary Phone: 412-361-1842 127  
 Account Number: 450-062-816-0001-99  
 Bill Date: November 21, 2018

Get answers fast  
 • Visit [verizon.com/business](http://verizon.com/business)  
 • Call 1.800.440.8000

2985-9 997 33

Your payment is due:

**\$45.69**

Total Due by December 17

INV-6307

**Take action**

- New Account Number!
- We have a new billing system, so your account number changed.
- Old number: 4123611842127.
- New number: 450-062-816-0001-99.
- Your old account number will only appear for a limited time.
- Update your bank with your new account number if you use online banking. If you mail your payment, be sure to include the new account number on your remittance.

**This month's charges**

Services & Equipment	\$28.56
Your One-Time Activities	\$10.43
Fees & Other Charges	\$6.70
<b>Total Due by December 17</b>	<b>\$45.69</b>

**Offers & benefits****Business Internet**

Add Verizon Business Internet to your existing phone service and get a great price with a 2-yr agmt. Ask how you can save \$60 on our security and cloud services, along with our Business Preferred package including tech support & inside wire maintenance. Call 1-833-432-8887. Terms apply.

**We're here to help**

Call today to review your business account with a Verizon business specialist. Our products, support and reliability can make a powerful difference for your small business. That's why small business owners rely on Verizon. Call 1-833-432-8887 today.

Return only this stub with your payment. We will not review or honor other written notifications. Visit [verizon.com](http://verizon.com).

Account Number: 450-062-816-0001-99

Total Due by Dec 17, 2018: **\$45.69 112118**

Make check payable to Verizon

\$

00018965 01 AV 0.375 KB112111 0067 XX  
 PITTSBURGH FILM MAKERS  
 6300 5TH AVE  
 PITTSBURGH PA 15232-2922



VERIZON  
 PO BOX 15124  
 ALBANY NY 12212-5124

VS 450062816000199 000000000000 000000045670



**PGHCTR FOR ARTS**

Primary Phone: 412-361-8338  
 Account Number: 450-062-904-0001-35  
 Bill Date: November 27, 2018

**Get answers fast**

- Visit [verizon.com/business](http://verizon.com/business)
- Call 1.800.Verizon (1.800.837.4966)

1 MV-6307

**Your payment is due:****\$73.22**

Total Due by December 24

52920-99-110-35

Pl Marshall

**This month's charges**

Services & Equipment	\$38.40
Your One-Time Activities	\$10.00
Fees & Other Charges	\$24.82
<b>Total Due by December 24</b>	<b>\$73.22</b>

**Offers & benefits****Business Internet**

Add Verizon Business Internet to your existing phone service and get a great price with a 2-yr agmt. Ask how you can save \$60 on our security and cloud services, along with our Business Preferred package including tech support & inside wire maintenance. Call 1-888-328-2376. Terms apply.

**We're here to help**

Call today to review your business account with a Verizon business specialist. Our products, support and reliability can make a powerful difference for your small business. That's why small business owners rely on Verizon. Call 1-888-543-0032 today.

Return only this stub with your payment. We will not review or honor other written notifications. Visit [verizon.com](http://verizon.com).

Account Number: 450-062-904-0001-35

**Total Due by Dec 24, 2018: \$73.22 112718**

Make check payable to Verizon

\$

00015408 01 AV 0.375 KB112711 0059 XX  
 PGH CTR FOR ARTS  
 ATTN ROY HACKENBERG  
 6300 6 AVE  
 PITTSBURGH PA 15232-2922



VERIZON  
 PO BOX 15124  
 ALBANY NY 12212-5124

VS 450062904000135 000000000000 000000073221

**PITTSBURGH FILM MAKERS**

Primary Phone: 412-361-1842 127  
 Account Number: 450-062-816-0001-99  
 Bill Date: December 21, 2018

**Get answers fast**

- Visit [verizon.com/business](http://verizon.com/business)
- Call 1.800.440.8000

INV-6330

**Past due:****This month's charges:****Total due:****\$45.69****+****\$45.61****=****\$91.30**

Please pay immediately to keep enjoying  
 your service.

Due by January 15.

**Take action**

- New Account Number!
- We have a new billing system, so your account number changed.
- Old number: 4123611842127.
- New number: 450-062-816-0001-99.
- Your old account number will only appear for a limited time.
- Update your bank with your new account number if you use online banking. If you mail your payment, be sure to include the new account number on your remittance.
- You have an overdue balance so your bill is higher than normal. If you haven't already, please pay the overdue balance, via one of our easy ways to pay.

**This month's charges**

Services & Equipment	\$28.68
Your One-Time Activities	\$10.35
Fees & Other Charges	\$6.70
<b>Charges Due by January 15</b>	<b>\$45.61</b>
<b>Past Due Pay Immediately</b>	<b>\$45.69</b>
<b>Total Due</b>	<b>\$91.30</b>

**Offers & benefits****Are You Ready?**

Get a Fios Internet bundle and get the bandwidth you need for all your devices. Fios delivers a 100% fiber-optic network straight to your business, giving you the speed you need to share large files. Call 1-833-432-8885 today to order and ask about special offers. Terms apply.

Return only this stub with your payment. We will not review or honor other written notifications. Visit [verizon.com](http://verizon.com).

Account Number: 450-062-816-0001-99

Charges Due by Jan 15, 2019: \$45.61  
 Past Due Pay Immediately: \$45.69  
**Total Due: \$91.30 122118**  
 Make check payable to Verizon

\$

00018542 01 AV 0.375 KB122111 0075 XX  
 PITTSBURGH FILM MAKERS  
 6300 5TH AVE  
 PITTSBURGH PA 15232-2922



VERIZON  
 PO BOX 15124  
 ALBANY NY 12212-5124

V5 450062816000199 00000004569 000000091306

**PGH CTR FOR ARTS**

Primary Phone: 412-361-8338  
 Account Number: 450-062-904-0001-35  
 Bill Date: December 27, 2018

**Get answers fast**  
 • Visit [verizon.com/business](http://verizon.com/business)  
 • Call 1.800.Verizon (1.800.837.4966)

Your payment is due:

**\$73.22**

Total Due by January 21

INV-6330

**↑ This month's charges**

Services & Equipment	\$38.40
Your One-Time Activities	\$10.00
Fees & Other Charges	\$24.82
<b>Total Due by January 21</b>	<b>\$73.22</b>

**Offers & benefits****Special notice**

We are upgrading our network in your area to 100% fiber-optics. Call 1-888-802-8039 to move your voice services to the new fiber network at no cost to you. We also have special Fios Internet offers available. Taxes, fees & terms apply.

**We're here to help**

Call today to review your business account with a Verizon business specialist. Our products, support and reliability can make a powerful difference for your small business. That's why small business owners rely on Verizon. Call 1-888-543-0032 today.

Return only this stub with your payment. We will not review or honor other written notifications. Visit [verizon.com](http://verizon.com).

Account Number: 450-062-904-0001-35

Total Due by Jan 21, 2019: **\$73.22 122718**  
 Make check payable to Verizon

\$ \_\_\_\_\_

00015046 01 AV 0.375 KB122711 0060 XX  
 PGH CTR FOR ARTS  
 ATTN ROY HACKENBERG  
 6300 5 AVE  
 PITTSBURGH PA 15232-2922



VERIZON  
 PO BOX 15124  
 ALBANY NY 12212-5124

V5 450062904000135 000000000000 000000073221

**PITTSBURGH FILM MAKERS**

Primary Phone: 412-361-1842 127  
 Account Number: 450-062-816-0001-99  
 Bill Date: January 21, 2019

**② Get answers fast**

- Visit [verizon.com/business](http://verizon.com/business)
- Call 1.800.440.8000

INV-6367

**Your payment is due:****\$44.57**

Total Due by February 15

52920-99-110-80

**◆ Take action**

- New Account Number!
- We have a new billing system, so your account number changed.
- Old number: 4123611842127.
- New number: 450-062-816-0001-99.
- Your old account number will only appear for a limited time.
- Update your bank with your new account number if you use online banking. If you mail your payment, be sure to include the new account number on your remittance.

**↑ This month's charges**

Services & Equipment	\$28.55
Your One-Time Activities	\$9.45
Requested Change in Service	-\$0.01
Fees & Other Charges	\$6.58
<b>Total Due by February 15</b>	<b>\$44.57</b>

**🏠 Offers & benefits****Are You Ready?**

Get a Fios Internet bundle and get the bandwidth you need for all your devices. Fios delivers a 100% fiber-optic network straight to your business, giving you the speed you need to share large files. Call 1-833-432-8885 today to order and ask about special offers. Terms apply.

**We're here to help**

Call today to review your business account with a Verizon business specialist. Our products, support and reliability can make a powerful difference for your small business. That's why small business owners rely on Verizon. Call 1-833-432-8887 today.

Return only this stub with your payment. We will not review or honor other written notifications. Visit [verizon.com](http://verizon.com).

Account Number: 450-062-816-0001-99

Total Due by Feb 15, 2019: **\$44.57 012119**

Make check payable to Verizon

\$ \_\_\_\_\_

00018112 01 AV 0.375 KB012111 0075 XX  
 PITTSBURGH FILM MAKERS  
 6300 5TH AVE  
 PITTSBURGH PA 15232-2922



VERIZON  
 PO BOX 15124  
 ALBANY NY 12212-5124

V5 450062816000199 000000000000 000000044578

**PITTSBURGH FILM MAKERS**

Primary Phone: 412-361-1842 127  
 Account Number: 450-062-816-0001-99  
 Bill Date: February 21, 2019

**Get answers fast**

- Visit [verizon.com/business](http://verizon.com/business)
- Call 1.800.440.8000

Your payment is due:

**\$77.03**

Total Due by March 18

INV-6397

Your services have been disconnected. Any new charges or credits will appear on your next bill.

**Take action**

- New Account Number!
- We have a new billing system, so your account number changed.
- Old number: 4123611842127.
- New number: 450-062-816-0001-99.
- Your old account number will only appear for a limited time.
- Update your bank with your new account number if you use online banking. If you mail your payment, be sure to include the new account number on your remittance.

**This month's charges**

Your One-Time Activities	\$91.89
Requested Change in Service	-\$20.71
Fees & Other Charges	\$5.85
<b>Total Due by March 18</b>	<b>\$77.03</b>

**Offers & benefits****We're here to help**

Call today to review your business account with a Verizon business specialist. Our products, support and reliability can make a powerful difference for your small business. That's why small business owners rely on Verizon. Call 1.833.432.8887 today.

**Stop missing calls**

Add another crystal clear voice phone line today. Avoid missing important calls because your line is busy or calls are being forwarded to voice mail. Keep in touch with your customers and grow your business. Call 1.833.432.8887 today.

Return only this stub with your payment. We will not review or honor other written notifications. Visit [verizon.com](http://verizon.com).

Account Number: 450-062-816-0001-99

Total Due by Mar 18, 2019:

**\$77.03 022119**

Make check payable to Verizon

\$ \_\_\_\_\_

00017785 01 AV 0.360 KB022111 0064 XX  
 PITTSBURGH FILM MAKERS  
 6300 5TH AVE  
 PITTSBURGH PA 15232-2922



VERIZON  
 PO BOX 16124  
 ALBANY NY 12212-5124

V5 450062816000199 000000000000 0000000077032

## Vendor Balances for Pittsburgh Filmmakers\_Pittsburgh Center for the Arts

Vendor: SHEAKAY - KAYLYN SHEARER

Vendor Balance: 0.00

Lookup  
From: All  
Activity

<u>Document</u> Number	<u>Document Date</u>	<u>Document Description</u>	<u>Amount Paid</u>
010219KS	1/2/2019	BONUS FOR MELWOOD MOVE - KAYLYN SHEARER	\$ 300.00
			<u>\$ 300.00</u>

**Comments:**

Kaylyn Shearer was awarded a \$300.00 bonus for her "exceptional work" in coordinating the Melwood move. Supporting documents in this report will show that, in fact, her efforts were subpar at best.



PITTSBURGH FILMMAKERS  
477 Melwood Avenue > Pittsburgh, PA 15213  
412-681-5449

PITTSBURGH CENTER FOR THE ARTS  
6300 Fifth Avenue > Pittsburgh, PA 15232  
412-361-0873

PF/PCA

pfpc.org

INV- 6330

## Check Request

Date Submitted: Jan 2, 2019 Date Needed: January

Payee: Kaylyn Sherer

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ SSAN/Business ID: \_\_\_\_\_

Amount requested: \$ 300.00

GL Account	Grant	Program	Dept.	Amount
				<u>\$300.00</u>

Reason for Check: Bonus for Melwood Prep for Selling

Select One: ☐ Return check to me ☐ Mail directly from accounting

Select One: ☐ Manual Check ☐ Run on AP regular schedule

Requested By: [Signature]

Title: VP Date: Jan. 2, 2019

Approved By: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Lookup From: All Activity

Vendor Balances for Pittsburgh Filmmakers\_Pittsburgh Center for the Arts  
Vendor: PITTSBURGH COMPUTERS AND PROGRAMING CO.  
Vendor Balance: 0.00

Document Number	Document Date	Document Description	Amount Paid
1301	3/8/2013	DATABASE	\$ 1,000.00
1302	3/15/2013	DATABASE	\$ 1,000.00
1303	3/29/2013	DATABASE	\$ 2,000.00
1304	4/12/2013	DATABASE	\$ 2,000.00
1305	4/26/2013	DATABASE	\$ 2,000.00
1306	5/10/2013	DATABASE	\$ 2,000.00
1307	5/24/2013	DATABASE	\$ 2,000.00
1308	6/7/2013	DATABASE	\$ 2,000.00
1309	6/21/2013	DATABASE	\$ 2,000.00
1310	7/8/2013	DATABASE	\$ 2,000.00
1311	7/19/2013	DATABASE	\$ 2,000.00
1312	8/2/2013	DATABASE	\$ 2,000.00
1313	8/16/2013	DATABASE	\$ 2,000.00
1314	8/30/2013	DATABASE	\$ 2,000.00
1315	9/17/2013	DATABASE	\$ 2,000.00
1316	9/30/2013	DATABASE	\$ 2,000.00
1317	10/11/2013	DATABASE	\$ 2,000.00
1318	10/25/2013	DATABASE	\$ 2,000.00
1319	11/8/2013	DATABASE	\$ 2,000.00
1320	12/6/2013	DATABASE	\$ 4,000.00
1321	12/20/2013	DATABASE	\$ 2,000.00
1322	1/8/2014	DATABASE	\$ 2,000.00
1323	1/17/2014	DATABASE	\$ 2,000.00
1324	2/5/2014	DATABASE	\$ 2,000.00
1326	2/28/2014	DATABASE	\$ 2,000.00
1327	3/14/2014	DATABASE	\$ 2,000.00
			<u>\$ 52,000.00</u>

### Comments:

In February 2013, during Charlie Humphrey's leadership, Dorinda Sankey signed a \$52,000.00 agreement with Pittsburgh Computer to build and manage a database for PPFCA, with a planned completion date of March 2014. PPFCA paid in full the \$52,000.00, but never received a finished product. When asked why this was paid for and never completed, Dorinda claimed she was not at fault, because "she is not an IT person"

Dorinda presented another database project to both Pete Wender and Germaine Williams, but both of them turned her down, due to her history & lack of knowledge in that area.

Currently, she has signed another database agreement with Salesforce.



## Vendor Balances for Pittsburgh Filmmakers\_Pittsburgh Center for the Arts

Vendor: CMITSOL - CMIT SOLUTIONS OF PITTSBURGH NORTH

Vendor Balance: 19,800.00

Lookup  
From: All  
Activity

Document Number	Document Date	Document Description	Amount Paid
4881	2/1/2019	CMIT MARATHON PERFORMANCE PLUS	\$ 3,960.00
	1/1/2019	CMIT MARATHON PERFORMANCE PLUS	\$ 3,960.00
	12/1/2018	CMIT MARATHON PERFORMANCE PLUS	\$ 3,960.00
	11/1/2018	CMIT MARATHON PERFORMANCE PLUS	\$ 3,960.00
	10/1/2018	CMIT MARATHON PERFORMANCE PLUS	\$ 3,960.00
	9/1/2018	CMIT MARATHON PERFORMANCE PLUS	\$ 3,960.00
	8/1/2018	CMIT MARATHON PERFORMANCE PLUS	\$ 3,960.00
	7/1/2018	CMIT MARATHON PERFORMANCE PLUS	\$ 3,960.00
	6/1/2018	CMIT MARATHON PERFORMANCE PLUS	\$ 3,960.00
	5/1/2018	CMIT MARATHON PERFORMANCE PLUS	\$ 3,960.00
			<u>\$ 39,600.00</u>

**Comments:**

CMIT held a service contract with PCAM for IT consulting. Their services went unused for 10 months. This nearly \$40,000 expense could have been avoided had the administrator simply contacted the company to terminate the contract.



CMIT Solutions of Pittsburgh North

1612 Twin Oaks Drive  
Sewickley, PA 15143**Invoice**

Date	Invoice #
2/1/2019	4881

Bill To

PF/PCA  
Ms. Dorinda Sankey  
Director of Administration  
477 Melwood Avenue  
Pittsburgh, PA 15213

INV-6398  
Paid half  
2/20/19

P.O. No.	Terms	Due Date	Account #	Project
	Due on receipt	2/1/2019		
Description	Qty	Rate	Amount	
Pending Invoice #4820 dated 1/2/2019		35,640.00	35,640.00	
CMIT Marathon Performance Plus Proactive Computer/Network Monitoring Servers/VMS/Workstations Server and Workstation Monitoring (24x7) Servers and Workstations Preventative Maintenance Unlimited Helpdesk & Remote Monitoring Monthly Monitoring Status Reports for all systems being monitored Period Covered 2/1/2019 to 2/28/2019		3,960.00	3,960.00	
Sales Tax		7.00%	0.00	

Please mail payments to: CMIT Solutions of Pittsburgh North  
1612 Twin Oaks Dr, Sewickley, PA 15143

Total	\$39,600.00
Payments/Credits	\$0.00
Balance Due	\$39,600.00

E-mail
pitt-north@cmitsolutions.com

**UPMC Health Plan Premium Overpayment  
(7/31/17 - 12/31/18)**

<u>Employee</u>	<u>Termination Date</u>	<u>Premium Paid After Termination</u>	<u>Premium Refunded</u>	<u>Unrefundable (Lost) Premium</u>
Biscotti	8/24/2018	\$ 553.40	\$ (553.40)	\$ -
Bonello	6/7/2017	\$ 1,674.58	\$ (1,267.93)	\$ (406.65)
Bugej	8/31/2017	\$ 2,130.23	\$ (1,227.77)	\$ (902.46)
Cantine	6/30/2018	\$ 2,375.48	\$ (2,375.48)	\$ -
Cooper	9/1/2017	\$ 2,606.79	\$ (1,760.82)	\$ (845.97)
Goshinski	4/3/2018	\$ 1,487.89	\$ (1,121.40)	\$ (366.49)
Howard	9/11/2017	\$ 3,400.89	\$ (2,288.67)	\$ (1,112.22)
Latusick	6/30/2017	\$ 1,227.77	\$ (926.95)	\$ (300.82)
Medwid	7/31/2017	\$ 2,278.88	\$ (1,150.92)	\$ (1,127.96)
Perry	7/31/2018	\$ 1,527.30	\$ (1,527.30)	\$ -
Stokes	5/25/2018	\$ 1,155.61	\$ (590.04)	\$ (565.57)
Williams	7/12/2018	\$ 1,543.60	\$ (1,543.60)	\$ -
<b>TOTAL</b>		<b>\$ 21,962.42</b>	<b>\$ (16,334.28)</b>	<b>\$ (5,628.14)</b>

**Comments:**

Due to mismanagement/incompetence, premiums were continuing to be paid on employees that no longer were employed at PFPCA. We forwarded UPMC \$21,962.42, only received back \$16,334.28.

Free Loan (we actually paid them) \$5,628.14

Given at a time where we had a cash crunch, free capital not available

## Vendor Balances for Pittsburgh Filmmakers\_Pittsburgh Center for the Arts

Lookup From: All Activity

Vendor: OXFODEV - Oxford Development

Vendor Balance: 52,219.54

MONTH	Document Description	Administrative Charge
Jun-16	OXFORD ADMINISTRATIVE FEE	\$ 4,481.00
Jul-16	OXFORD ADMINISTRATIVE FEE	\$ 4,481.00
Aug-16	OXFORD ADMINISTRATIVE FEE	\$ 4,481.00
Sep-16	OXFORD ADMINISTRATIVE FEE	\$ 4,481.00
Oct-16	OXFORD ADMINISTRATIVE FEE	\$ 4,481.00
Nov-16	OXFORD ADMINISTRATIVE FEE	\$ 4,481.00
Dec-16	OXFORD ADMINISTRATIVE FEE	\$ 4,481.00
Jan-17	OXFORD ADMINISTRATIVE FEE	\$ 4,481.00
Feb-17	OXFORD ADMINISTRATIVE FEE	\$ 4,481.00
Mar-17	OXFORD ADMINISTRATIVE FEE	\$ 4,481.00
Apr-17	OXFORD ADMINISTRATIVE FEE	\$ 4,481.00
May-17	OXFORD ADMINISTRATIVE FEE	\$ 4,481.00
Jun-17	OXFORD ADMINISTRATIVE FEE	\$ 4,481.00
Jul-17	OXFORD ADMINISTRATIVE FEE	\$ 4,481.00
Aug-17	OXFORD ADMINISTRATIVE FEE	\$ 4,481.00
Sep-17	OXFORD ADMINISTRATIVE FEE	\$ 4,481.00
Oct-17	OXFORD ADMINISTRATIVE FEE	\$ 4,481.00
Nov-17	OXFORD ADMINISTRATIVE FEE	\$ 4,481.00
Dec-17	OXFORD ADMINISTRATIVE FEE	\$ 4,481.00
Jan-18	OXFORD ADMINISTRATIVE FEE	\$ 4,481.00
Feb-18	OXFORD ADMINISTRATIVE FEE	\$ 4,481.00
Mar-18	OXFORD ADMINISTRATIVE FEE	\$ 4,481.00
Apr-18	OXFORD ADMINISTRATIVE FEE	\$ 4,481.00
May-18	OXFORD ADMINISTRATIVE FEE	\$ 4,481.00
		\$ 107,544.00

**Comments:**

Redundant spending due to the fact that we already had a full-time salaried Director of Administration (Dorinda Sankey) tasked with handling all Facilities and Maintenance matters. There is no need for both a full-time employee and an outside consultant to handle Facilities matters.

Lookup From: All Activity

Vendor Balances for Pittsburgh Filmmakers\_Pittsburgh Center for the Arts  
Vendor: ACUIHUM - ACUTY HUMAN RESOURCES

Vendor Balance: 0.00

Document Number	Document Date	Document Description	Amount Paid
1602-0516	5/10/2016	Human Resources Professional Services- Monthly Retainer	\$ 1,975.00
1602-0616	6/10/2016	Human Resources Professional Services- Monthly Retainer	\$ 1,975.00
1602-0716	7/10/2016	Human Resources Professional Services- Monthly Retainer	\$ 1,975.00
1602-0816	8/10/2016	Human Resources Professional Services- Monthly Retainer	\$ 1,975.00
1602-0916	9/10/2016	Human Resources Professional Services- Monthly Retainer	\$ 1,975.00
1602-1016	10/10/2016	Human Resources Professional Services- Monthly Retainer	\$ 1,975.00
1602-1116	11/10/2016	Human Resources Professional Services- Monthly Retainer	\$ 1,975.00
1602-1216	12/10/2016	Human Resources Professional Services- Monthly Retainer	\$ 1,975.00
1602-0117	1/10/2017	Human Resources Professional Services- Monthly Retainer	\$ 1,975.00
1602-0217	2/10/2017	Human Resources Professional Services- Monthly Retainer	\$ 1,975.00
1602-0317	3/10/2017	Human Resources Professional Services- Monthly Retainer	\$ 1,975.00
1602-0417	4/10/2017	Human Resources Professional Services- Monthly Retainer	\$ 1,975.00
1602-0517	5/10/2017	Human Resources Professional Services- Monthly Retainer	\$ 1,975.00
			<u>\$ 25,675.00</u>

**Comments:**

Redundant spending due to the fact that we already had a full-time salaried Director of Administration (Dorinda Sankey) tasked with handling all Human Resources matters. There is no need for both a full-time employee and an outside consultant to handle Human Resources in a company with less than 20 full-time employees.